

CCSN Policy

Section: Student

Number:

Title: Student Credit Hour Load Policy

Policy Effective Date:
November 26, 2007

Approved:

Michael Richards
CCSN President

November 26, 2007
Date

Faculty Senate Recommendation

Faculty Senate Recommendation Unnecessary

Recommended Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)

Judy Stewart
Faculty Senate Chair

November 26, 2007
Date

STUDENT CREDIT HOUR LOADS

PURPOSE:

Provide parameters on the maximum amount of credit a student can earn at CSN each semester.

POLICY:

1. The normal class hour load for full-time undergraduate students who are not on academic probation is 12-19 credits each semester. Only students with a CSN grade point average of “B” (3.0) or higher may enroll for more than 18 credits. The table below shows the maximum credits an undergraduate student can enroll for depending on academic standing.

Academic Standing	Fall or Spring Semester	Summer Term
Good	22	16 (cumulative)
Probation	14	8

2. Requests for more than 19 credits (12 in the summer) require written approval of The Dean of Curriculum and Scheduling. Approval must be obtained before registering.
3. The recommended maximum credits under CSN policy is 19 per regular semester and 12 per summer. To be approved for 19-21 credits, students must have a 3.0 GPA or higher and receive approval from the Dean of Curriculum and Scheduling. . To be approved for 22 or more credits, students must have a 3.0 GPA or higher and receive approval from the Dean of Curriculum and Scheduling and must write and attach a professional letter requesting permission from the Vice President for Academic Affairs for the overload justifying both their need and ability to complete the additional classes.
4. If a student has outstanding incomplete grades, they cannot exceed 19 credits in a regular semester, or 12 credits in the summer.
5. Request forms are available in the Registrar’s Office.

STUDENTS SHOULD USE THE MOST CURRENT REQUEST FORM, WHICH CAN BE FOUND ON THE

Office of the Registrar's website at:

**LINK TO CURRENT CREDIT OVERLOAD REQUEST FORM
COMMUNITY COLLEGE OF SOUTHERN NEVADA**

REQUEST TO WAIVE THE 19-CREDIT LOAD LIMIT

The normal maximum load for students is 19 credits per regular semester and 12 credits per summer, which requires excellent study habits.

Students requesting up to 21 credits per regular semester and 16 per summer must have at least a “B” average (3.0 GPA) and receive approval from the Dean of Curriculum & Scheduling. Approval must be received before registering.

CSN policy recommends that students not enroll in more than 21 credits per regular semester (16 credits per summer). To register for more than these maximums, students must:

1. Obtain approval from the Dean of Curriculum and Scheduling.
2. Write a letter requesting permission for the overload and justifying both their need and ability to complete the additional classes.
3. Submitted this waiver request, with the justification letter attached, to the Vice President of Academic Affairs for approval.

If a student has outstanding incomplete grades, they cannot exceed 19 credits in a regular semester, or 12 credits in the summer.

NOTE: Students must have all transcripts and assessment scores on file before submitting this form. These will be used to determine whether or not the request will be approved.

PROPOSED PROGRAM OF STUDY		GPA	# of I's	# of W's	SEMESTER		YEAR 20
					Fall	Spring	Summer
Courses	Course Number	Course Title			Credit Hours		

I am aware of the study time needed to successfully complete this number of credits. I also know that I may be placed on academic probation or dismissed from the college for failing to maintain my grade point average at 2.0. I am working _____ hours per week at my job.

Student's Full Name (Please Print)

Dean of Curriculum & Scheduling Signature

Student's ID Number

Approved Disapproved

Student's Signature

VPAA Signature

Approved Disapproved

Attach letter if requesting over the maximums